

CAI
CS 28
-phi 16

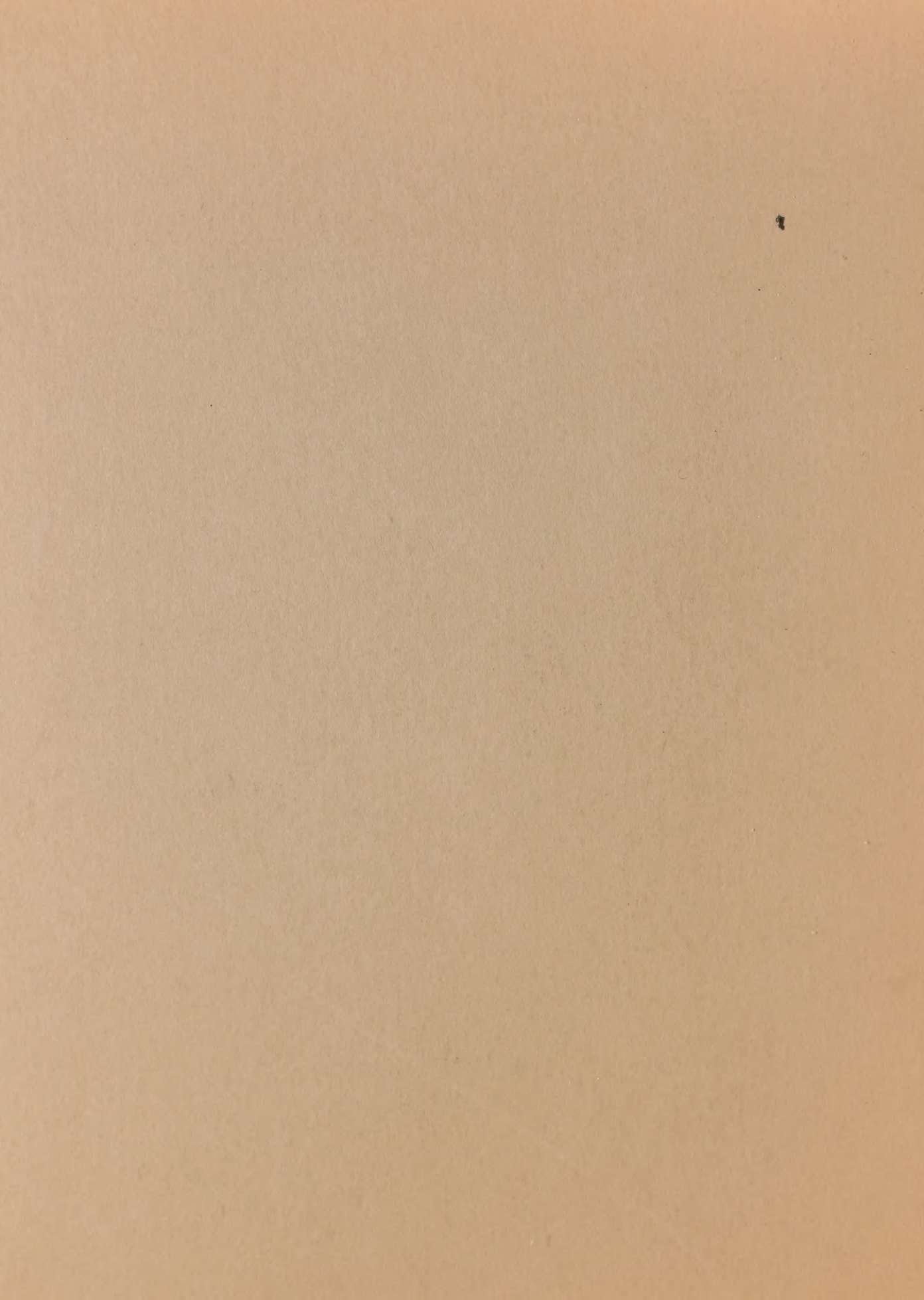


CONFIDENTIAL

pay research bureau

CIVIL SERVICE COMMISSION OF CANADA

occupational
rates of pay
for librarians,
july 1, 1965






CONFIDENTIAL

pay research bureau

CIVIL SERVICE COMMISSION OF CANADA

occupational
rates of pay
for librarians,
july 1, 1965



Digitized by the Internet Archive
in 2022 with funding from
University of Toronto

<https://archive.org/details/31761115510471>

CONTENTS

	<u>Page</u>
FOREWORD	(iii)
PART I: SOURCES AND METHODS	1
Organizations Surveyed	1
Survey Specifications	1
Collection, Processing and Presentation of Data	1
PART II: SURVEY FINDINGS	2
Survey Coverage	2
Rates of Pay, All Libraries	3
Average Intra-Library Differentials	4
Rates of Pay by Region, Metropolitan Area and Type of Library	5
Rates of Pay by Years from BLS Graduation	7
Years from Graduation by Class and Grade	9
Distribution of Librarians According to Annual Rates of Pay	9
TABLES	
1. Survey Coverage by Type of Library, Region, Class and Grade, Librarians, General Field Surveys, July 1, 1963 and 1965	2
2. Mean, Median and Quartile Rates of Pay, Librarians, General Field Surveys, July 1, 1963 and 1965	3
3. Average Intra-Library Differentials, Librarians, General Field Surveys, July 1, 1963 and 1965	4
4. Coverage and Mean and Third Quartile Rates of Pay by Region, Librarians, General Field Survey, July 1, 1965 ..	5
5. Coverage and Mean and Third Quartile Rates of Pay by Metropolitan Area, Librarians, General Field Survey, July 1, 1965	6
6. Coverage and Mean and Third Quartile Rates of Pay by Type of Library, Librarians, General Field Survey, July 1, 1965	7
7. Mean, Median and Quartile Rates of Pay by Years from BLS Graduation, Librarians, General Field Survey, July 1, 1965	8
8. Mean, Median and Quartile Rates of Pay by Years from BLS Graduation, Librarians, University Libraries, General Field Survey, July 1, 1965	8

TABLES

	<u>Page</u>
9. Median, Quartile and Decile Years from BLS Graduation, Librarians, General Field Survey, July 1, 1965	9
10. Distribution of Librarians 1-5 and Senior Librarians According to Annual Rates of Pay, General Field Survey, July 1, 1965	10

APPENDICES

A. List of Participating Organizations, General Field Survey, July 1, 1965	11
B. Field Survey Specifications, General Field Survey, July 1, 1965	15
C. Definitions of Rate Measures Used in This Report	30

FOREWORD

During the summer of 1965, the Pay Research Bureau carried out an extensive field survey to obtain information required for the review of professional and technical salaries in the Civil Service. Librarian 1-5 and Senior Librarian, which were among the classes and grades for which information was obtained, form the subject of this report. The effective date of the information obtained from the survey is July 1, 1965.

The report is divided into two parts. Part I deals with sources and methods and Part II presents the findings of the survey.

This report was prepared by Major E.E. Ames under the direction of Mr. R.H. Saunders.

The Pay Research Bureau wishes to express its gratitude to participating organizations for the assistance provided during the course of the survey. In accordance with the policy of the Bureau, the information supplied by individual organizations is treated as confidential.

This report is a confidential document and its circulation is restricted to those designated by the Bureau on the basis of recommendations made by the Advisory Committee on Pay Research and approved by the Civil Service Commission.

V. Johnston,
Director,
Pay Research Bureau.

December, 1965

PART I: SOURCES AND METHODS

This was a personal interview survey conducted by the Pay Research Bureau as a part of the July 1, 1965 survey of professional and technical classes. The methods and procedures followed were similar to those for the other classes covered in the professional-technical programme.

Organizations Surveyed

Information for this report was sought from public, university, provincial and industry libraries in eight provinces. The organizations surveyed were essentially the same as those covered in the 1963 survey. Appendix A lists the organizations in the sample.

Survey Specifications

The Civil Service classes of Librarian, grades 1-5, and Senior Librarian were covered in this survey. Field survey specifications were developed from standards provided by the Pay and Standards Branch, Civil Service Commission. It will be noted that the specifications call for university graduation and a bachelor's degree in library science. The specifications are shown in Appendix B.

Collection, Processing and Presentation of Data

The arrangements for the field visits and the collection and processing of data were essentially the same as those for the other classes in the July 1 survey. Before going into the field, pay research officers were briefed on the survey specifications. During the field work the survey officers discussed the specifications in detail with the appropriate official at each organization visited and made the job matches at this time. In the case of the Chief Librarian and Assistant Chief Librarian in university libraries, this procedure was different from that used in 1963. In the survey that year, no attempt was made to match the university Chief Librarians and Assistant Chief Librarians by class and grade with Civil Service librarians. Instead, information was sought on the organization of university libraries and the duties, responsibilities, qualifications, and rates of pay of Chief Librarians and Assistant Chief Librarians. In the survey this year the librarians in university libraries were matched against the specifications for Librarian, grades 1-5 and Senior Librarian.

Subsequently, the completed returns were edited carefully in the Bureau and any apparent anomalies or discrepancies were discussed with the survey officer concerned.

The basic measures used to summarize the information regarding rates of pay are defined in Appendix C.

PART II: SURVEY FINDINGS

Survey Coverage

In the 1965 survey, rate information was obtained for 944 librarians with BLS qualifications. Table 1 shows the survey coverage for librarians by type of library, region, class and grade for 1963 and 1965.

TABLE 1: Survey Coverage by Type of Library, Region,
Class and Grade, Librarians, General Field Surveys,
July 1, 1963 and 1965

Type of Library, Region, Class and Grade	Organizations		Employees			
	1963	1965	Number		% of Total	
			1963	1965	1963	1965
<u>Type of Library</u>						
Public	18	18	375	405	50.1	42.9
University	16	16	300	394	40.1	41.7
Provincial	7	12	36	109	4.8	11.6
Industry	17	17	37	36	5.0	3.8
Total	58	63	748	944	100.0	100.0
<u>Region</u>						
Maritimes	6	6	41	38	5.5	4.0
Quebec	14	14	87	170	11.6	18.0
Ontario	19	20	361	446	48.2	47.3
Prairies	12	15	129	155	17.3	16.4
British Columbia	7	8	130	135	17.4	14.3
Total	58	63	748	944	100.0	100.0
<u>Class and Grade</u>						
Librarian 1	33	37	179	254	23.9	26.9
Librarian 2	42	47	216	259	28.9	27.4
Librarian 3	39	47	144	192	19.2	20.4
Librarian 4	38	40	157	164	21.0	17.4
Librarian 5	26	33	52	55	7.0	5.8
Senior Librarian	-	17	-	20	-	2.1
Total			748	944	100.0	100.0

Rates of Pay, All Libraries

Table 2 shows the mean, median and quartile rates of pay for librarians by class and grade for 1963 and 1965.

TABLE 2: Mean, Median and Quartile Rates of Pay, Librarians,
General Field Surveys, July 1, 1963 and 1965

Class and Grade	Annual Rates of Pay					
	1963	1965	1965 as % of 1963	1963	1965	1965 as % of 1963
	Mean			Q1		
	\$	\$		\$	\$	
Librarian 1	5011	5527	110.3	4900	5300	108.2
Librarian 2	5550	6142	110.7	5300	5800	109.4
Librarian 3	6306	6861	108.8	5969	6531	109.4
Librarian 4	7182	7977	111.1	6823	7560	110.8
Librarian 5	8334	9578	114.9	7676	8325	108.5
Senior Librarian	-	12243	-	-	11005	-
	Median			Q3		
	\$	\$		\$	\$	
Librarian 1	5000	5508	110.2	5150	5760	111.8
Librarian 2	5543	6180	111.5	5864	6400	109.1
Librarian 3	6182	6704	108.4	6575	7200	109.5
Librarian 4	7143	7800	109.2	7400	8350	112.8
Librarian 5	8388	9250	110.3	8500	10400	122.4
Senior Librarian	-	12300	-	-	13500	-

Average Intra-Library Differentials

Job comparisons for all the classes and grades of librarian could not be made in all the organizations surveyed. This does not affect the reliability of the mean, median and quartile rates of pay as measures of the level of rates prevailing in the sample for any one grade, but it may affect their reliability as indicators of the rate differentials between grades. For this reason, the average intra-library differential, a measure of the rate differentials existing between two grades in the organizations from which observations were obtained for both, is presented in Table 3 for 1963 and 1965.

TABLE 3: Average Intra-Library Differentials, Librarians,
General Field Surveys, July 1, 1963 and 1965

Class and Grade	Number of Libraries ⁽¹⁾		Average Differential (Librarian 2 = 100.0)	
	1963	1965	1963	1965
Librarian 1	25	33	88.2	89.4
Librarian 2	-	-	100.0	100.0
Librarian 3	30	41	113.4	112.1
Librarian 4	30	34	128.8	128.6
Librarian 5	21	30	147.3	154.7
Senior Librarian	-	17	-	198.3

(1) Number of libraries in which both basic and related grades were matched.

Rates of Pay by Region, Metropolitan Area and Type of Library

Tables 4, 5 and 6 present mean and third quartile rates of pay for librarians according to region, metropolitan area and type of library for 1965.

TABLE 4: Coverage and Mean and Third Quartile Rates of Pay
by Region, Librarians, General Field Survey,
July 1, 1965

Class and Grade	Coverage		Annual Rates of Pay		Coverage		Annual Rates of Pay	
	Org.	Empl.	Mean	Q3	Org.	Empl.	Mean	Q3
	Maritimes				Quebec			
			\$	\$			\$	\$
Librarian 1	5	6	5349	-	7	60	5232	5400
Librarian 2	6	11	5885	6180	11	56	5853	6250
Librarian 3	5	12	6761	7290	9	26	6821	7000
Librarian 4	3	6	7621	-	7	19	8271	8500
Librarian 5	3	3	-	-	5	6	10394	-
Senior Librarian	-	-	-	-	3	3	-	-
	Ontario				Prairies			
			\$	\$			\$	\$
Librarian 1	15	116	5620	5760	6	41	5713	5890
Librarian 2	15	109	6190	6395	9	34	6280	6500
Librarian 3	17	108	6778	6975	10	28	6998	7575
Librarian 4	15	79	7803	8000	10	36	8105	8700
Librarian 5	11	25	9327	11050	9	11	9732	10400
Senior Librarian	6	9	11639	-	5	5	12776	-
	British Columbia							
			\$	\$				
Librarian 1	4	31	5540	5600				
Librarian 2	6	49	6328	6576				
Librarian 3	6	18	7264	7614				
Librarian 4	5	24	8215	8091				
Librarian 5	6	10	9736	10365				
Senior Librarian	3	3	-	-				

TABLE 5: Coverage and Mean and Third Quartile Rates of Pay
by Metropolitan Area, Librarians, General Field Survey,
July 1, 1965

Class and Grade	Coverage		Annual Rates of Pay		Coverage		Annual Rates of Pay	
	Org.	Empl.	Mean	Q3	Org.	Empl.	Mean	Q3
	Montreal				Toronto			
			\$	\$			\$	\$
Librarian 1	5	41	5273	5400	8	82	5625	5760
Librarian 2	9	29	5614	5975	7	74	6219	6395
Librarian 3	7	16	6537	6530	9	82	6675	6844
Librarian 4	5	10	7865	8108	8	54	7775	7843
Librarian 5	2	2	-	-	7	19	8872	9285
Senior Librarian	1	1	-	-	3	6	10667	-
	Vancouver							
			\$	\$				
Librarian 1	2	29	5555	5600				
Librarian 2	4	43	6284	6276				
Librarian 3	3	13	7261	7830				
Librarian 4	3	19	8318	8124				
Librarian 5	4	8	9830	-				
Senior Librarian	2	2	-	-				

TABLE 6: Coverage and Mean and Third Quartile Rates of Pay
by Type of Library, Librarians, General Field Survey,
July 1, 1965

Class and Grade	Coverage		Annual Rates of Pay		Coverage		Annual Rates of Pay	
	Org.	Empl.	Mean	Q3	Org.	Empl.	Mean	Q3
	Public				University			
			\$	\$			\$	\$
Librarian 1	13	81	5472	5543	15	152	5594	5800
Librarian 2	16	109	6183	6395	16	103	6123	6425
Librarian 3	18	91	6748	6800	14	60	6960	7300
Librarian 4	17	85	7785	7992	13	53	8399	8750
Librarian 5	14	28	9240	9972	11	18	10403	11425
Senior Librarian	8	11	11523	12400	8	8	13475	-
	Provincial				Industry			
			\$	\$			\$	\$
Librarian 1	4	15	5135	5400	5	6	5569	-
Librarian 2	7	36	6129	6453	8	11	5953	6200
Librarian 3	7	31	6975	7200	8	10	6936	7416
Librarian 4	6	20	7794	8225	4	6	7583	-
Librarian 5	5	6	8772	-	3	3	-	-
Senior Librarian	1	1	-	-	-	-	-	-

Rates of Pay by Years from BLS Graduation

Table 7 shows mean, median and quartile rates of pay by years from BLS graduation for all librarians in the Pay Research Bureau sample as of July 1, 1965. Table 8 presents these same measures in respect to librarians in the 16 university libraries in the sample. It should be noted that salary information relating to year of BLS graduation may be affected by the fact that many librarians obtain their BLS degrees after a number of years' experience in library work.

TABLE 7: Mean, Median and Quartile Rates of Pay
by Years from BLS Graduation, Librarians,
General Field Survey, July 1, 1965

Years from BLS Graduation	Number of Employees	Annual Rates of Pay			
		Mean	Q1	Median	Q3
		\$	\$	\$	\$
0	111	5510	5280	5400	5650
1	94	5736	5438	5700	5846
2	97	5912	5532	5800	6225
3	69	6096	5700	6000	6474
4	50	6361	5964	6372	6611
5	40	6462	5825	6448	6900
6	27	6371	5970	6395	6608
7	19	6847	5800	6395	7500
8	16	6999	6425	6713	7703
9	22	7470	6581	7088	7994

TABLE 8: Mean, Median and Quartile Rates of Pay
by Years from BLS Graduation, Librarians,
University Libraries, General Field Survey,
July 1, 1965

Years from BLS Graduation	Number of Employees	Annual Rates of Pay			
		Mean	Q1	Median	Q3
		\$	\$	\$	\$
0	63	5571	5220	5600	5700
1	51	5677	5550	5700	5800
2	55	5984	5700	6000	6250
3	37	6111	5700	5950	6500
4	27	6543	5950	6425	6825
5	19	6633	6000	6500	6975
6	9	6336	-	-	-
7	3	-	-	-	-
8	4	-	-	-	-
9	14	8182	6694	7300	10225

Years from Graduation by Class and Grade

Table 9 shows the median, quartile and decile years from BLS graduation for each class and grade of librarian, July 1, 1965.

TABLE 9: Median, Quartile and Decile Years from BLS Graduation, Librarians, General Field Survey, July 1, 1965

Class and Grade	Number of Employees	Years from BLS Graduation				
		D1	Q1	Median	Q3	D9
Librarian 1	254	0.0	0.0	1.0	2.0	5.0
Librarian 2	259	2.0	2.0	4.0	12.0	20.0
Librarian 3	192	2.3	4.0	10.0	17.8	27.0
Librarian 4	164	6.0	12.0	16.5	24.0	30.0
Librarian 5	55	9.0	16.0	22.0	27.0	34.4
Senior Librarian	20	15.1	16.0	19.5	25.0	33.5

Distribution of Librarians According to Annual Rates of Pay

Table 10 shows a distribution of Librarians 1-5 and Senior Librarians according to annual rates of pay as of July 1, 1965.

TABLE 10: Distribution of Librarians 1-5 and Senior Librarians
According to Annual Rates of Pay, General Field Survey,
July 1, 1965

Annual Rate of Pay	L i b r a r i a n					Senior Librarian
	1	2	3	4	5	
\$						
13600 and above						4
13400 - 13599						2
13200 - 13399						-
13000 - 13199						2
12800 - 12999					1	-
12600 - 12799					-	1
12400 - 12599					-	1
12200 - 12399					-	-
12000 - 12199					2	2
11800 - 11999					2	-
11600 - 11799					1	-
11400 - 11599				1	3	1
11200 - 11399				-	-	1
11000 - 11199				-	2	3
10800 - 10999				-	2	-
10600 - 10799				-	-	-
10400 - 10599				-	2	-
10200 - 10399				-	1	1
10000 - 10199				4	3	-
9800 - 9999				-	4	1
9600 - 9799				-	-	-
9400 - 9599				2	3	1
9200 - 9399				4	3	
9000 - 9199				2	7	
8800 - 8999				6	-	
8600 - 8799			3	10	3	
8400 - 8599			4	11	-	
8200 - 8399			-	11	8	
8000 - 8199		1	2	11	3	
7800 - 7999		-	3	29	4	
7600 - 7799		-	13	30	1	
7400 - 7599		1	14	16		
7200 - 7399		3	18	4		
7000 - 7199		5	8	11		
6800 - 6999		14	18	7		
6600 - 6799		14	59	1		
6400 - 6599	3	30	19	4		
6200 - 6399	6	58	11			
6000 - 6199	13	42	8			
5800 - 5999	37	33	8			
5600 - 5799	57	30	2			
5400 - 5599	52	13	1			
5200 - 5399	69	6	-			
5000 - 5199	10	4	1			
4800 - 4999	2	4				
4600 - 4799	5	-				
4400 - 4599		1				
Total	254	259	192	164	55	20

LIST OF PARTICIPATING ORGANIZATIONS

GENERAL FIELD SURVEY

JULY 1, 1965

LIST OF PARTICIPATING ORGANIZATIONS
GENERAL FIELD SURVEY
JULY 1, 1965

<u>Name of Organization</u>	<u>Location</u>
The Alberta Provincial Library	Edmonton, Alta.
The Civil Service Commission of Alberta	Edmonton, Alta.
Aluminum Company of Canada Ltd.	Montreal, P.Q.
The Art Gallery of Toronto Library	Toronto, Ont.
Ayerst McKenna & Harrison	Montreal, P.Q.
Bank of Montreal	Montreal, P.Q.
Bank of Nova Scotia	Toronto, Ont.
The Bell Telephone Company of Canada	Montreal, P.Q.
British Columbia Hydro & Power Authority	Vancouver, B.C.
British Columbia Medical Association	Vancouver, B.C.
Civil Service Commission of British Columbia	Victoria, B.C.
British Columbia Provincial Library and Archives	Victoria, B.C.
The Burnaby Public Library	Burnaby, B.C.
The Calgary Public Library	Calgary, Alta.
Canadair Ltd.	Montreal, P.Q.
Canadian Broadcasting Corporation	Ottawa, Ont.
Canadian National Railways	Montreal, P.Q.
Carleton University Library	Ottawa, Ont.
Confederation Life Association	Toronto, Ont.
Dalhousie University	Halifax, N.S.
Ecole Polytechnique	Montreal, P.Q.
The Edmonton Public Library	Edmonton, Alta.
The Etobicoke Township Public Library	Etobicoke, Ont.
The Globe and Mail	Toronto, Ont.

<u>Name of Organization</u>	<u>Location</u>
The Halifax Memorial Library	Halifax, N.S.
The Hamilton Public Library	Hamilton, Ont.
The Hydro-Electric Power Commission of Ontario	Toronto, Ont.
Laval University	Quebec, P.Q.
The Law Society of Upper Canada Library	Toronto, Ont.
The Legislative Library of the Province of Manitoba	Winnipeg, Man.
The London Public Library and Art Museum	London, Ont.
Civil Service Commission of Manitoba	Winnipeg, Man.
McGill University Library	Montreal, P.Q.
McMaster University Library	Hamilton, Ont.
The City of Montreal	Montreal, P.Q.
The New Brunswick Civil Service Commission	Fredericton, N.B.
The Nova Scotia Provincial Library	Halifax, N.S.
The Nova Scotia Technical College	Halifax, N.S.
Department of Civil Service of Ontario	Toronto, Ont.
Pulp & Paper Research Institute	Pte. Claire, P.Q.
Queen's University	Kingston, Ont.
The Civil Service Commission of Quebec	Quebec, P.Q.
The Regina Public Library	Regina, Sask.
Saskatchewan Legislative Library	Regina, Sask.
Saskatchewan Power Corporation	Regina, Sask.
Public Service Commission of Saskatchewan	Regina, Sask.
The Saskatoon Public Library	Saskatoon, Sask.
The Scarborough Township Public Library	Scarborough, Ont.
Sun Life Assurance Company of Canada	Montreal, P.Q.
The Toronto Public Libraries	Toronto, Ont.
University of Alberta Library	Edmonton, Alta.

<u>Name of Organization</u>	<u>Location</u>
University of British Columbia Library	Vancouver, B.C.
University of Manitoba Library	Winnipeg, Man.
University of Montreal Library	Montreal, P.Q.
University of New Brunswick Library	Fredericton, N.B.
University of Saskatchewan Library	Saskatoon, Sask.
University of Toronto Library	Toronto, Ont.
University of Western Ontario Library	London, Ont.
The Vancouver Public Library	Vancouver, B.C.
The Victoria Public Library	Victoria, B.C.
Windsor Public Library	Windsor, Ont.
Winnipeg Public Library	Winnipeg, Man.
York Township Public Library	Toronto, Ont.

FIELD SURVEY SPECIFICATIONS

GENERAL FIELD SURVEY

JULY 1, 1965

LIBRARIAN 1

FIELD SURVEY SPECIFICATION

SUMMARY GRADE DESCRIPTION

An entrance and training level. Under supervision performs routine assignments in cataloguing, classifying, assigning subject headings to library material, searching for information and compiling bibliographies and indexes.

GRADE DETERMINANTS

Catalogues, classifies and assigns subject headings to library material according to clearly established rules.

Searches for information from standard reference aids (e.g. indexes, publishers' catalogues, directories, encyclopedias).

Compiles limited bibliographies and indexes from readily available sources of information.

May prepare material for binding or photo-copying.

May order, acknowledge receipt, record, shelve and circulate library material following clearly established practices.

Does not normally edit bibliographies and indexes, or prepare reports and correspondence.

May, during initial stages and from time to time during training, do some of the work normally performed by library clerks in order to acquire knowledge of all library procedure.

SUPERVISION RECEIVED

Receives instructions on procedures and techniques. Specific instructions are given on assignments of an unusual nature.

Completed work is reviewed for adequacy, adherence to instructions and results.

SUPERVISION EXERCISED

May be required to assign and review work of subordinate staff.

CONTACTS

Establishes and maintains co-operative working relationships within the library and with patrons to obtain and provide information.

MINIMUM EDUCATION

A Bachelor's degree in library science in a course of recognized standing.

MINIMUM EXPERIENCE

No experience required.

LIBRARIAN 2

FIELD SURVEY SPECIFICATION

SUMMARY GRADE DESCRIPTION

Under general supervision as a General Librarian performs library assignments where the work patterns are not clearly established, general instructions only on methods and techniques are given and the exercise of judgement is required OR, as an Officer-in-Charge in addition to the duties described for Librarian 1 is responsible for administrative work required in the operation of a small library, possibly for some of the duties of a General Librarian 2 in a larger library, or for the direction of a Librarian 1.

GRADE DETERMINANTS

GENERAL LIBRARIAN

Reviews current library material and brings it to the attention of library patrons.

Locates and procures material for inter-library loans.

Ensures that preparation of material for binding, and/or ordering, shelving and circulation of library material is performed according to established procedures.

Compiles and edits bibliographies and indexes.

Catalogues, classifies and assigns subject headings to library material.

Searches for information from a variety of sources to answer reference questions or to obtain detailed and precise description of library items to be acquired.

Prepares reports and correspondence.

Does not normally address groups or prepare instructions on the use of the library nor is librarian responsible for preparation of difficult bibliographies or special indexes.

OFFICER-IN-CHARGE

In addition to the work performed by Librarian 1, may also undertake duties described for Librarian 2 General.

Responsible for advising and making recommendations on library services, budgets, selection, acquisition and disposal of library material, material to be bound, and equipment and staff requirements.

Determines work procedures and priorities and the types of records to be kept.

Reviews current library material, arranges inter-library loans, searches for and checks bibliographical data for acquisition or reference purposes.

GRADE DETERMINANTS (Continued)

Writes reports and letters.

SUPERVISION RECEIVED

General librarian - Work is assigned with general instructions on methods and techniques to be used. Interpretation and judgement are required in cataloguing and classification.

Work is reviewed for adequacy and adherence to library policy but not for accuracy of technical detail.

OR

Officer-in-Charge - Work is performed according to established rules and procedures and the choice of action is limited by acceptable practice.

General supervision of library, in respect to policy management and the services provided is exercised by a library committee of which the librarian is a member, or by a senior departmental officer.

SUPERVISION EXERCISED

May be required to train and assign work to subordinate staff with responsibility for accuracy of work done.

For the Officer-in-Charge the work direction of the library is a minor factor in terms of the time required.

CONTACTS

Establishes and maintains co-operative working relationships within the library, with library patrons and with staff in other libraries to obtain, provide and exchange information.

The Officer-in-Charge may be required to represent the organization at meetings or conferences concerned with library services.

MINIMUM EDUCATION

University graduation and a Bachelor's degree in library science in a course of recognized standing.

MINIMUM EXPERIENCE

Approximately two years of experience at the Librarian 1 level.

LIBRARIAN 3

FIELD SURVEY SPECIFICATION

SUMMARY GRADE DESCRIPTION

Under direction is (1) responsible for the technically independent performance of duties in a functional area of a library, or (2) the supervision of the work of subordinate staff within sections of a library system where activities are principally those of a Librarian 2, or (3) for the direction of a complete library where the activities are principally those of a Librarian 2 and where the work related to the direction is a minor factor in terms of time involved.

GRADE DETERMINANTS

As a Specialist

Catalogues, classifies and assigns subject headings in connection with difficult library material (e.g. serials and publications presenting particular language or bibliographical problems such as those issued by international and/or scientific and research organizations; material dealing with new fields of knowledge; old and rare books; material for which special forms of classification or cataloguing have to be devised).

Searches for and checks bibliographical data on library materials for acquisition or for reference purposes which requires extensive and critical searching of original sources of information and the exercise of judgement.

Selects and recommends acquisition of library materials by means of purchases, gifts and exchanges and reviews current material for recommendation to library patrons.

Compiles and edits bibliographies and indexes for publication, abstracts and indexes library material, drafts reports and correspondence and addresses groups and writes instructions on the use of the library.

Applies techniques for utilizing automatic data processing in library operations with a view to improving the efficiency of the operations.

OR

As a Section Head

Performs the work described for Librarian 2 (General) or on occasion the Librarian 3 (Specialist) and in addition advises and makes recommendations on services in a functional area of a library (e.g. cataloguing, reference, acquisition or branch libraries).

Determines priorities, types of records to be kept and work procedures, including the application of techniques for utilizing automatic data processing in library operations.

GRADE DETERMINANTS (Continued)

Drafts reports and correspondence.

OR

As an Officer-in-Charge

Performs the work described for Librarian 2 (General) or on occasion, the Librarian 3 (Specialist). In addition advises and makes recommendations on library services, budget, selection, acquisition (purchases, gifts, exchanges) and disposal of library material, equipment and staff requirements.

Determines priorities, types of records to be kept and work procedures including the application of techniques for utilizing automatic data processing in library operations.

Writes reports and letters and may negotiate exchanges with other libraries, information centres, etc.

SUPERVISION RECEIVED

Specialist - Work is assigned with instructions only as to objectives and policy and in general work is not subject to review.

OR

Section Head and Officer-in-Charge - Functional area of work is assigned with instructions as to objectives and policy. Work generally not subject to review.

Direction in respect to policy, management and services provided is exercised by librarian in charge of library.

SUPERVISION EXERCISED

Specialist - May train and assign work to subordinate staff with responsibility for work done.

Section Head and Officer-in-Charge - Train staff, and organize, schedule, assign and review work of librarians and other professional and non-professional staff with responsibility for accuracy of work done, and corresponding authority to make revisions or changes as required.

Supervision of staff is a minor factor in terms of time it requires.

CONTACTS

Establishes and maintains co-operative working relationships within the library, with library patrons, with other libraries, library associations, information centres, etc. in order to obtain, provide and exchange information. May represent the organization at meetings or conferences concerned with library or related services.

MINIMUM EDUCATION

University graduation and a Bachelor's degree in library science in a course of recognized standing.

MINIMUM EXPERIENCE

Four years' experience of which two shall have been in work described for Librarian 2 (General).

LIBRARIAN 4

FIELD SURVEY SPECIFICATION

SUMMARY GRADE DESCRIPTION

Under direction (1) to plan or develop centralized services or special programmes involving expert knowledge in one or more functional areas in a major library system or (2) to be responsible for the work of a section where the activities are those associated with a Librarian 2 (General) and Librarian 3 (Specialist) and where supervision of staff is a significant factor in terms of time or (3) to be responsible for a complete library where the activities are those associated with Librarian 2 (General) and Librarian 3 (Specialist) and where the work direction is a significant factor in terms of the time it takes.

GRADE DETERMINANTS

As a Specialist

Performs some of the work as described for Librarian 3 (Specialist).

In addition plans and develops a centralized cataloguing service for a library system which includes branch libraries and outside book collections.

Compiles and edits union lists, union catalogues and co-operatively prepared bibliographies which involves expert knowledge of cataloguing services or extensive or authoritative subject matter knowledge.

Develops special classification and subject heading schemes (e.g. the expansion or adaptation of standard classification schemes to meet special needs or the development of a bilingual subject catalogue using numerical rather than verbal subject headings).

Compiles annotated and critical bibliographies in particular or specialized fields of knowledge (e.g. music, literature, history, biology).

Plans extensive re-cataloguing or reclassification programmes.

Plans and develops techniques for utilizing automatic data processing in the library with a view to improving the efficiency of the operations.

OR

As a Section Head

Performs some of the work described for Librarian 3 (Specialist).

In addition advises and makes recommendations on library services in a functional area of a library including selection, acquisition and disposal of library material.

GRADE DETERMINANTS (Continued)

Determines priorities, types of records to be kept and work procedures.

Provides technical and administrative supervision to branch libraries and technical advice to departmental officers on outside book collections.

Writes reports, memoranda and letters.

OR

As an Officer-in-Charge

Performs some of the work described for a Librarian 3 (Specialist).

In addition advises and makes recommendations on library services, budget, selection, acquisition and disposal of library material, material to be bound and accommodation, equipment and staff requirements.

Determines priorities, types of records to be kept and work procedures.

Devises plans for the systematic development of the library holdings and services.

Occasionally provides technical advisory services for library material not under direct control of the library which includes selection and acquisition of unusual or difficult-to-locate material requiring extensive bibliographical research and comprehensive knowledge of sources.

SUPERVISION RECEIVED

Work is assigned with instruction only as to objectives and policy and is not subject to technical review.

Work is performed in accordance with the requirements and objectives of the organization served.

Direction in respect to policy, management and services provided is exercised by an administrative head, a library committee of which the librarian is a member or by a senior departmental officer.

SUPERVISION EXERCISED

Specialist - May be required to train and assign work to subordinate staff both professional and non-professional.

Section Head and Officer-in-Charge - Required to train staff and to organize, schedule, assign and review work of librarian and other professional and non-professional staff. The supervision of staff is a significant factor in terms of the time it requires.

CONTACTS

Establishes and maintains co-operative working relationships within the library, with library patrons, with other libraries, library associations, information centres, etc., in order to obtain, provide and exchange information. Represents the organization served at meetings or conferences concerned with library and related services.

MINIMUM EDUCATION

University graduation and a Bachelor's degree in library science in a course of recognized standing.

MINIMUM EXPERIENCE

Six years of experience of which two shall have been in the work described for Librarian 3.

LIBRARIAN 5

FIELD SURVEY SPECIFICATION

SUMMARY GRADE DESCRIPTION

(1) Under the policy and programme guidance of a Head Librarian carries responsibility for day-to-day administration of a library system or acts as a technical advisor to other libraries on organization, administration and methods or (2) carries responsibility for a complete library system where the activities supervised are those associated with Librarian 3. Direction of staff and activities is a major factor in terms of time spent.

GRADE DETERMINANTS

As Assistant Head Librarian

Implements library policies and programmes by planning, organizing and directing the day-to-day work of the library or library division.

Reviews methods and procedures by observation and consultation; recommends institution of improved methods and procedures including the installation or revision of automatic data processing equipment.

Consults with and advises the Head Librarian on new library activities, programmes or special projects and suggests ways and means of meeting the requirements.

Advises or makes recommendations on the selection, acquisition, and disposal of library materials and on staff and equipment requirements.

May train or arrange training of new staff; resolves staff problems referring only the most difficult to the Head Librarian.

Performs duties of Head Librarian in his absence.

May share duties of Head Librarian (e.g. interviewing, advising and informing visiting librarians or others interested in the operations and objectives of the library).

May retain the duties and responsibilities of a Section Head for one of the functional areas of the library.

OR

As Officer-in-Charge

Advises and makes recommendations on library services, budget, selection, acquisition and disposal of library material; accommodation, equipment and staff requirements in accordance with organization requirements and objectives only.

Evaluates, plans, and develops techniques for utilizing automatic data processing in library operations.

GRADE DETERMINANTS (Continued)

Devises plans for the systematic development of the library holdings and services where the development requires thorough understanding of the functions and objectives of the organization served.

Writes reports, memoranda and letters and occasionally works on special projects and other senior library assignments.

SUPERVISION RECEIVED

The work assigned, directed, or performed is not subject to technical review.

Guidance in respect to policy and services is provided by a library committee of which the librarian is a member or by the Head Librarian.

SUPERVISION EXERCISED

Is required to direct the activities of librarians and other professional staff with responsibility and corresponding authority for the performance of all library activities with the scope of the particular section or the whole library.

Direction and development of library services and staff is a primary function in terms of time spent.

CONTACTS

Establishes and maintains co-operative working relationships within the library, with the senior officers of the organization served, with librarians in other libraries and with officers of domestic and foreign organizations in order to obtain, provide and exchange information. Represents the organization served at meetings or conferences concerned with library and related services.

MINIMUM EDUCATION

University graduation and a Bachelor's degree in library science in a course of recognized standing.

MINIMUM EXPERIENCE

Eight years of library experience two of which shall have been in work requiring the supervision of activities associated with Librarian 2 (General) and Librarian 3 (Specialist).

CHIEF LIBRARIAN, AGRICULTURE OR
SENIOR LIBRARIAN, NATIONAL LIBRARY

FIELD SURVEY SPECIFICATION

SUMMARY GRADE DESCRIPTION

As Chief Librarian, develops and directs a national library in the life sciences within the Department of Agriculture by formulating and recommending library policies and objectives and by planning and directing the activities of a library system consisting of a central library, branch libraries and outside book collections OR, as Senior Librarian plans, organizes, develops and directs the operations of a major division of the National Library, e.g. Cataloguing Division, Reference Division; establishes national standards and precedents in cataloguing, bibliographic or reference work and provides advisory services to libraries throughout Canada.

GRADE DETERMINANTS

CHIEF LIBRARIAN

Develops and directs a national library in the life sciences within the Department of Agriculture by formulating and recommending library policies and objectives.

Plans, organizes, co-ordinates and controls the work of the entire library system.

Advises the Department, through the Director of Information, on the development of library resources and services, budget requirements, establishment and equipment needs, accommodation, disposal of library materials and the need of branch libraries.

Within policy and budget framework, determines work priorities; the professional and administrative procedures and methods to be followed; the records to be maintained; the allocation of library funds.

Reviews, appraises, selects and modifies or develops new methods or techniques which can be applied to library operations (e.g. automatic data processing, photocopying, etc.), with a view to improving library services.

Approves the selection and purchase of books, periodical subscriptions, binding, library furnishings and equipment.

Plans, organizes and directs a training, development and evaluation programme for library staff.

Writes comprehensive reports and occasional articles or papers; conducts a variety of correspondence; may act as a professional advisor to other libraries and organizations.

OR

GRADE DETERMINANTS (Continued)

SENIOR LIBRARIAN

Plans, organizes, develops and directs the operations of a major division of the National Library, e.g. Cataloguing Division, Reference Division, recommends policies and procedures for the Division.

Establishes national standards and precedents in cataloguing, bibliographic or reference work and provides advisory services to libraries throughout Canada.

Cataloguing Division - Initiates, plans and directs the compilation and publication of national and subject bibliographies.

Plans and directs the organization, recording, cataloguing, housing and maintenance of the library book collections (Humanities, Music, Social Sciences, Canadiana).

OR

Reference Division - Plans and directs the organization and conduct of a nation-wide reference service.

Plans and directs the assembling, organization and maintenance of a national union catalogue.

AND

General - Advises and assists the National Librarian in drafting policy and in planning the activities of the National Library by means of recommendations on general library operations or on cataloguing, bibliographic or reference matters.

Plans and co-ordinates the work of the division through four or more section heads.

Initiates and develops and/or advises on the development of new techniques in library operations.

Recommends the acquisition of library material which should be added to the collection.

Interprets National Library policy and practice by correspondence, by contributions to professional journals and by addresses to the public; provides advice and guidance on cataloguing and reference policies to other libraries (governmental, public and industrial) and advises on training, selection, development and employment conditions of professional and non-professional library staff.

Represents the National Library at national and international conferences and serves on national and international committees.

Visits and corresponds with other national libraries and international organizations to discuss, exchange, observe and collect information, ideas and new developments in the field.

MINIMUM EDUCATION

University graduation and a Bachelor's degree in library science in a course of recognized standing.

MINIMUM EXPERIENCE

Many years' experience required (at least 10 years) in responsible library work.

DEFINITIONS OF RATE MEASURES
USED IN THIS REPORT

DEFINITIONS OF RATE MEASURES
USED IN THIS REPORT

Mean Rate - This is a measure of central tendency and is also referred to as the weighted average. It is obtained by multiplying the number of employees at each rate by that rate and dividing the sum of the products by the total number of employees.

First Decile (D1) - In a distribution of observations arranged in descending order, the first decile is the point above which 90 per cent and below which 10 per cent of the total observations fall. More precisely, it is the point in the distribution represented by $\frac{9(n+1)}{10}$, where "n" is the total number of observations.

First Quartile (Q1) - In a distribution of observations arranged in descending order, the first quartile is the point above which 75 per cent, and below which 25 per cent, of the total observations fall. More precisely, it is the point in the distribution represented by $\frac{3(n+1)}{4}$, where "n" is the total number of observations.

Median - In a distribution of observations arranged in descending order, the median is the point above and below which 50 per cent of the total observations fall. More precisely, it is the point in the distribution represented by $\frac{n+1}{2}$, where "n" is the total number of observations.

Third Quartile (Q3) - In a distribution of observations arranged in descending order, the third quartile is the point above which 25 per cent, and below which 75 per cent, of the total observations fall. More precisely, it is the point in the distribution represented by $\frac{n+1}{4}$, where "n" is the total number of observations.

Ninth Decile (D9) - In a distribution of observations arranged in descending order, the ninth decile is the point above which 10 per cent and below which 90 per cent of the total observations fall. More precisely, it is the point in the distribution represented by $\frac{n+1}{10}$, where "n" is the total number of observations.

Average Intra-Library Differential

The average intra-library differential has been used to express the average of the percentage rate differences between the basic and related grades of a particular class in individual organizations. Because of inevitable variations in coverage for different grades, the standard rate measures produced for each grade can be misleading if used as an indication of the differentials between grades. The purpose of the average intra-library differential is to provide a measure of the rate relationships between any two grades in the libraries surveyed.

The basic grade selected is the Librarian 2. This basic grade has been selected because it is important in the rate-setting procedure and is well represented in the survey coverage.

In calculating the average intra-library differentials between the basic grade and each of the remaining grades, the following steps have been taken:

1. for each library in the sample in which job "matches" were made for both the basic and related grade, the mean salary of each of the relevant grades was determined;
2. the mean salary of the related grade was then expressed as a percentage of the mean salary of the basic grade, indicating the rate differential existing between the two grades in the library;
3. a weighted average of the library differentials was then obtained, each library differential being weighted by the number of employees in the related grade in that library.

The average intra-library differential gives the average percentage by which the rates paid to the related grades were above or below the rates paid to the basic grade for the organizations which reported both grades.

Measures Shown in Report

Throughout the report, mean rates are not shown where there are less than five observations and other measures where there are less than ten. None of the measures is shown where fewer than three organizations are represented.

54

UNIVERSITY OF TORONTO

JAN 14 1968

OFFICE OF THE
VICE-PRESIDENT (ADMINISTRATION)

3 1761 11551047 1

